



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
VETERANS SERVICE BUILDING – 20 12TH STREET WEST
ST. PAUL, MN 55155-2004
TELEPHONE: (651) 282-4155 DSN: 825-4155

OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 19-083

OPENING DATE: 6 November 2018

CLOSING DATE: 21 November 2018

RANK/GRADE: CPT/O-3

POSITION TITLE: Operations Officer

MOS/AOC/BRANCH: 01A

DUTY LOCATION: Joint Forces Headquarters-J4, St. Paul, MN.

SELECTING OFFICIAL: COL Stephen Burggraff, 651-268-8932

WHO MAY APPLY: 2LT/O-1 thru CPT/O-3. Personnel who are members or are eligible to become members of the Minnesota National Guard.

REMARKS: PCS Funding may be available. Acceptance of an AGR position will result in termination of Selected Reserve bonuses.

DUTIES AND RESPONSIBILITIES: Serves as the Operations Officer for the JFHQ J4. Responsible for synchronizing all sustainment activities to include Maintenance, Transportation, Food Service, and Supply and Services in support of MSC's. Liaison plans, controls, and missions with MSC's for the JFHQ J4. Prepares all operation orders, warning orders and fragmentary orders for the J4 in coordination with the J3 and J5. Serve as the primary synchronization of the J4 with the J3 and J5. Prepares detailed plans which support execution of policies and strategy. Determines sustainment training needs with MSC's and establishes training to support those needs. Establishes policies and standards for unit readiness and supervises unit efforts to meet readiness standards. Supervises J4 operations and planning cell located at the JFHQ. Advises the Deputy Chief of Staff of Logistics and performs other duties as assigned

LENGTH OF TOUR: 3 YEARS – Subject to program continuance; members successfully completing initial tour will be afforded priority for tour extension, after completing initial tour.

AGR PROGRAM BENEFITS: Salary is determined by military grade and time in service. Member is authorized Subsistence allowance, Basic Allowance for Housing (BAH), thirty (30) days annual leave; medical and dental care. TRICARE Prime Remote or TRICARE Standard coverage for dependents. Military Exchange and Commissary privileges.

AGR PROGRAM MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a member or eligible to become a member of the Minnesota Army National Guard. Selected individual must extend/enlist for a period equal to the AGR tour.
2. Must meet medical standards prescribed by AR 40-501, Chapter 3 and physical standards prescribed by AR 600-9. Soldier must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, chapter 3 conducted within 12 months prior to initial entry into the AGR Program. Soldier must have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110. This examination is to be accomplished at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical units; or a civilian medical facility.
3. The individual must be eligible to complete a minimum of five (5) years in AGR status immediately prior to his/her mandatory separation date or prior to completing 18 years of Active Federal Service.
4. Individual must not be eligible for, nor receiving a federal military retired or retainer pay, nor federal service annuities.
5. Individual must possess or be able to obtain appropriate security clearance.
6. Must not be a candidate for elective office, holding a civil office (full or part-time), or engage in partisan political activities as defined by DoD Directive 5500.7, Joint Ethics Regulation.
7. Applicant selected will be subject to State Military Justice procedures/statutes and State Civil Laws/statutes, as appropriate, when serving under provisions of Title 32 U.S.C.
8. Applicant must meet other eligibility requirements for AGR service under the provisions of AR 135-18 and NGR 600-5

HOW TO APPLY: Applicants must forward the forms listed below to arrive in the Human Resource Office no later than the Closing Date indicated above. E-mail applications to ng.mn.mnarng.mbx.assets-hro@mail.mil subject line must read “**19-083 Last Name**”. Please scan packet in as a **SINGLE** .pdf file. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **19-083 Smith, 1 of 2**). For questions, please email ng.mn.mnarng.mbx.assets-hro@mail.mil .

REQUIRED DOCUMENTS:

Complete page 3 of this announcement
NGB Form 34-1 (must be signed and dated)
DA 705 (APFT Card)
Validated ORB
DD 2807/DD2808, or PHA (Physical Exam Forms)
Retirement Points Accounting Management (RPAM)
Three most recent OERs
DD 214s

HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification.

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at <http://www.minnesotanationalguard.org/careers>.

Upon selection, individuals will undergo a background check to validate suitability for employment with the federal government as permitted by law, regulation, Presidential order or other authority. Suitability is dependent upon the particular requirements for security clearance, sensitivity level, and DOD IT network access. Items checked include, but are not limited to all criminal history record information, employment history, education and fiscal accountability/responsibility.

The Minnesota Department of Military Affairs is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. If you have information or questions regarding this issue, please contact the Equal Employment Manager at 651-282-4472 or 651-282-4078.

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Open AGR Vacancy Announcement, ARNG 19-083, Operations Officer.

- 1. I request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, DA 705, validated ERB, PHA Exam, RPAM, last three NCOERs, and DD 214s are attached.
- 3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

Organization	Duty Position/MOS	Dates of Employment	Supervisor	Phone Number

- 4. My current Leader Development Requirement is _____. I ☐ have ☐ have not completed this requirement.
- 5. I am AOC/MOS qualified in the following specialties:

- 6. Highest civilian education completed: _____.
- 7. Most recent APFT: Date _____ ☐ Pass ☐ Fail
- 8. Most recent weight-in: Date _____ ☐ Pass ☐ Fail
- 9. Most recent physical: Date _____
- 10. Where I can be contacted at: Home Phone _____ Work _____.
- 11. Home Address: _____.
- 12. Additional comments (you may include personal references):

Signature: _____

Name, Rank: _____

Position Title: _____

FORWARD APPLICATION TO: ng.mn.mnarng.mbx.assets-hro@mail.mil